

ADJUSTMENT SHEET

Agency: DPH Work Location: CDL Mail Drop: 2046 Week End Date: 2/24/2007

Employee's Name	Empl ID	Date	Original Entry ¹		Replacement Entry ²		Comments/Reason
			Leave Type/Exception	Amount	Leave Type/Exception	Amount	
Stevenson, Allan	110627	2/20/07			SICNM	3.75	
Stevenson, Allan	110627	2/21/07			SICNM	3.0	
Stevenson, Allan	110627	2/22/07			SICNM	3.5	
Stevenson, Allan	110627	2/23/07			SICNM	4.5	

1. **Original Entry** - Indicate what was reported on original time log submitted to Central Office.
2. **Replacement Entry** – Indicate the correct entry – include type of leave or exception and amount of time.

Authorizing Signature: _____

Date: _____